

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training  
THROUGH: Deputy Director of Training  
FROM : Registrar/TR

DATE: 26 June 1958

SUBJECT: Weekly Activity Report No. 25  
18 June - 24 June 1958

Document No. 19 MRB

NO CHANGE in Class. ☐

☐ DECLASSIFIED

Class. CHANGED TO: TS S (C)

DDA Memo, 4 Apr 77

Auth: DDA REG. 77-2733

Date: 09 MAR 1978 By:

## I. SIGNIFICANT ITEMS:

None

## II. OTHER ITEMS:

1. With regard to the language program, I cannot improve on  weekly activity report to me which states:

"The finger has been taken from the dyke! We've been (as we expected) slightly inundated by the flow of certifications of scores in language proficiency tests. On Thursday afternoon we received 68; then, Friday, 89. Meanwhile, Norma was completing the preliminary administrative details on 61 certifications that had been received a few days earlier."

It is imperative that we keep abreast of this increased activity. We will do so. Of equal importance, as I view it, is the need to minimize the judgment factor in awards cases so as to approach uniformity in adjudication without penalizing the individual nor defeating the intent of the program.

2. The continued absence of  has emphasized the need for organization in depth, and  is alert to our requirement.  has been discharged from the hospital and ordered to one-week's bed rest to overcome the weakening effect of a bad attack of measles. Some individual vacation plans have been adjusted voluntarily to work off the processing backlog.

~~SECRET~~ ~~CONFIDENTIAL~~

SUBJECT : Weekly Activity Report No. 25  
18 June - 24 June 1958

25X1 3. Arrangements are progressing on a 2 - 3 day detail of [ ] to this office for orientation in connection with a probable role with EE training. Anticipating more of this in the future, I've asked [ ] to prepare a formal OTR Orientation program (such as we would require of other offices) to assist us in covering what personnel newly assigned to a Training liaison role would require. The proposed Orientation plus the handbook we are developing should make a good package. 25X1

25X1 4. [ ] is a very industrious summer employee. We are happy to have [ ] back again, too. 25X1

25X1 5. The June issue of the OTR Bulletin was disseminated during this reporting week. In this one, new style, courtesy of the [ ] ISB/TR, was given the captions for the principal sections.

6. On 17 June DR/TR met with Office of Personnel Career Service Board to discuss internal and external training opportunities for senior Office of Personnel employees. Aside from the discussion concerning training opportunities, Ed reported that the attitude of the Board reflected a serious effort towards planned training for their employees. The Board was very much aware of its lack of planning in the past.

7. DR/TR was the guest speaker at the weekly A&E Staff Meeting on 18 June, to discuss the organization and development of the Registrar Staff and its relations to the A&E Staff.

8. New administrative procedures for regulating attendance at the Security Reindoctrination Program went into effect on 19 June according to plan. Attendance at the two lectures given during this first week was disappointing. Standards Branch is checking with Offices to ascertain reasons for failure to meet quotas and will continue to monitor this project closely.

25X1 9. [ ] FDD Training Officer, requested information and counsel preparatory to organizing three new Slavic language courses (Polish, Hungarian, and Rumanian) within his component. It is FDD's desire that these courses be developed and conducted in such a manner as to satisfy the requirements of CIA Regulation [ ] and properly qualify as creditable training. 25X1

SUBJECT : Weekly Activity Report No. 25  
18 June - 24 June 1958

10. During the week 18 June - 24 June 1958, there were 632 persons enrolled in OTR conducted courses. The breakdown for enrollment is as follows:

175 enrolled in 27 classes ( 9 languages) before hours

84 enrolled in 15 classes ( 7 languages) after hours

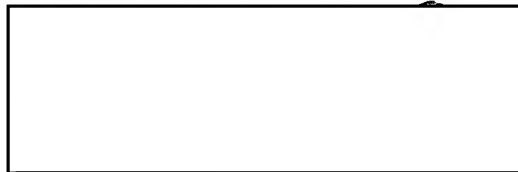
110 enrolled in 22 classes (11 languages) during hours

82 enrolled in 6 Operations School courses

11 enrolled in 1 Communism School course

154 enrolled in 7 Intelligence School courses

16 enrolled in 1 area course



25X1